

13 AUG 1973

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Acting Director of Personnel
Director of Security
Director of Training
Director of Planning, Programming and Budgeting
Special Assistant for Information Control✓
Chief, CIA Historical Staff

SUBJECT : Review of Directorate Functions

1. At the morning meeting Tuesday it was agreed that each Office Director would review in meaningful units each function performed in his component. The results of the review should be documented in such a way that the requirement for the number of people and dollars to support the function is clear to the reader.

2. To accomplish the purpose of this exercise as simply as possible we have developed two forms which we recommend for your use. I believe they provide for all of the essential information and using a standard format will simplify consolidation for Directorate and Agency use. If you find a significant item has been omitted, please raise it immediately with the Plans Staff so it can be adopted for general use. The items labeled "Consequences (impact) of deletion", "Alternatives", and "Possible incremental changes, with resource requirements" on the one form need be used only for those functions which you consider to be candidates for deletion. The second form provides a summary intended to simplify review and comparison and to permit a ready check to be sure that all items have been covered.

See also 6 Sept. Memo attd.

ADMINISTRATIVE - INTERNAL USE ONLY

3. 11 January 1974 is the latest date when the FY 1975 position and dollar figures can be submitted for each Office. In order to meet that date the following schedule is established:

9 November	Office Submission due to DD/M&S
12-23 November	DD/M&S review, dialog with Office Directors, consolidate DD/M&S position.
23 November	DD/M&S submission to M.C. members for review (HLB departs for EA)
12 December	HLB returns from EA
17-21 December	M.C. action
24 December - 11 January	DD/M&S and Offices revise and adjust per M.C. action.
11 January	Last date for submission of new numbers by Office.

STATINTL

HAROLD L. BROWMAN
Deputy Director
for
Management and Services

2 Atts